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This pamphlet provides procedures on how to schedule, care for, and use the Bernard A. Larger Auditorium (BALA) and the HQ Air Intelligence Agency (AIA) Commander's Conference Room (CCR). The BALA is available to HQ AIA, Air Force Information Warfare Center (AFIWC), 67th Intelligence Wing (67 IW), Joint Command and Control Warfare Center (JC2WC) and San Antonio-area subordinate units for conferences and briefings. This pamphlet also outlines the equipment and services available. Send comments on AF Form 847, Recommendation for Change of Publication, through channels, to HQ AIA/ CSR, 102 Hall Blvd, Ste 201, San Antonio TX 78243-7009. This publication does not apply to AIA-gained Air National Guard or Air Force Reserve units.

SUMMARY OF REVISIONS

Revised to update requirements for presenting briefings in the BALA and CCR.

1. BALA. The BALA is located in Ardisana Hall, Building 2007, Room 206. The BALA seats 225 people when used as a full room auditorium. When divided into two conference rooms, the front-half seats approximately 100 people and the back-half seats 125 people. There are 22 tables available for use.

1.1. BALA Equipment (Front half or stage area). The BALA contains the following video projection and audio equipment for full room or front-half use:

1.1.1. Single or dual 35-mm projection.

1.1.2. Single audio cassette broadcast.

1.1.3. Single or dual vugraph projection.

1.1.4. Single or dual digital presentation using any of the following medium:

1.1.4.1.   1/2-inch VHS format video tape.

1.1.4.2.   3/4-inch format video tape.

1.1.4.3.   DOS-based pentium computer installed with Microsoft Windows NT and Office 97, auxillary keyboard and mouse located on lectern.

1.1.4.4.   Document Camera (projects documents without use of transparencies).

1.1.4.5.   External connection for use of laptop or stand-alone computer.

1.1.5.   Single compact disk (CD) audio broadcast.

1.1.6.   Public Address (PA) system includes a lectern microphone, lapel microphone, and ceiling microphones.

1.2. BALA Equipment (Back half or Hall of Honor area). The back section of the BALA supports the following equipment:

1.2.1.   One 35-mm slide projector.

1.2.2.   One front projection screen.

1.2.3.   One vugraph projector.

1.2.4.   One lectern with light, microphone, and built-in speaker.

1.2.5.   Portable single digital presentation for use with lap top or stand-alone computer.

1.3. Scheduling the BALA:

1.3.1.   Command Presentations (HQ AIA/CSR) is the point of contact (POC) to reserve the auditorium. Reservations are based on a first-come, first-served basis; however, a reservation may be cancelled at any time due to a higher priority tasking. If a cancellation is necessary, HQ AIA/CSR notifies the affected office of primary responsibility (OPR) and reschedules the auditorium for a different time.

1.3.2.   To reserve the BALA, contact HQ AIA/CSR personnel at extension 6-2377 and provide the following information:

1.3.2.1.   Date and time required.

1.3.2.2.   Purpose, audience size, and overall classification of the presentation or conference. Special Access Required (SAR) briefings require additional security measures. The following doors have access to the BALA and must be secured by the action officer (AO) or the OPR:

1.3.2.2.1.   Front and rear BALA entrance.

1.3.2.2.2.   AIA Protocol kitchen and command section (CSE) supply room.

1.3.2.2.3.   Projection room to the BALA.

1.3.2.2.4.   Projection room to the CCR.

1.3.2.2.5.   The Video Teleconference (VTC) room. The VTC is managed by the 690th Intelligence Support Squadron, Video Teleconferencing (690 ISS/VPTC), contact the VTC facilitator at 6-2718.

1.3.2.3.   Name and telephone number of the person to contact in case of changes.

1.3.2.4.   Audio visual equipment and support required.

1.3.2.5.   Include whether the Commander (HQ AIA/CC), Vice Commander (HQ AIA/CV), or Technical Director (HQ AIA/CA) will be attending.

1.4. BALA Support. HQ AIA/CSR provides audio visual and projection room support when command section personnel are present in the BALA. For events taking place with no command section involvement, OPRs from major staff offices, centers, wing, and units must provide support and make arrangements with HQ AIA/CSR for the briefer and or conference support personnel to receive proper training on using auditorium equipment.

2. CCR. The CCR is located in Ardisana Hall, Building 2007, Room 215. The CCR seats 40 people and is reserved primarily for the CC, CV, and CA. If personnel verify that all other briefing rooms are unavailable, they may reserve the CCR for meetings or briefings that do not involve the command section. To schedule the CCR contact Executive Services (HQ AIA/CSE) at extension 6-2061 for reservations.

2.1. CCR Equipment. The CCR contains the following video projection and audio equipment:

2.1.1.   Single or dual 35-mm presentation.

2.1.2.   Single audio cassette broadcast.

2.1.3.   Single or dual vugraph presentation.

2.1.4.   Single or dual digital presentation using any of the following medium:

2.1.4.1.   1/2-inch VHS format video tape.

2.1.4.2.   3/4-inch format video tape.

2.1.4.3.   DOS-based pentium computer installed with Microsoft Windows NT and Office 97.

2.1.4.3.1.   Auxiliary keyboard and mouse located on lectern.

2.1.4.4.   Document camera (projects documents without use of transparencies).

2.1.4.5.   External connection for use of laptop or stand-alone computer.

2.2. Scheduling the CCR:

2.2.1.   HQ AIA/CSE reserves the CCR on an as-available basis; reserving the CCR does not guarantee availability at the scheduled time. Therefore, reservations for briefings or meetings that do not involve the command section may be cancelled. If cancellation is necessary, HQ AIA/CSE notifies the affected OPR and reschedules if possible.

2.2.2.   For briefings and meetings not involving command section principals, contact HQ AIA/CSE at extension 6-2061 to reserve the CCR and provide the following information:

2.2.2.1.   Date and time required.

2.2.2.2.   OPR's office symbol, name, rank, and telephone number.

2.2.3.   For briefings and meetings involving command section principals, notify the appropriate secretary. The secretary coordinates the CC, CV, or CA schedules and reserves the CCR.

2.2.4.   Notify HQ AIA/CSR after coordinating with the appropriate secretary and provide the following information:

2.2.4.1.   Purpose and overall classification of the presentation or meeting.

NOTE:

 SAR briefings require additional security measures. The AO or the OPR must coordinate with CSR to ensure proper security controls are in place prior to the presentation.

2.2.4.2.   Audio visual equipment and support required.

2.3. CCR Support. HQ AIA/CSR provides audio visual and projection room support for command section personnel. If CC, CV, or CA are not scheduled to attend the briefing or presentation, the OPR provides the support and contacts HQ AIA/CSR to make arrangements for the briefer and, or conference support personnel to receive proper training on using CCR audio visual equipment.

3. BALA and CCR User Responsibilities. Each party scheduling the BALA or CCR are responsible for the following:

3.1. Equipment Use. For audio visual presentations, ensure each presentation is loaded and prepared no later than 1 day before it is to be presented. Briefers and conference support personnel should contact HQ AIA/CSR at least 2 days prior to the event for training and access to the equipment (that is, computer access).

3.2. Room Set Up. The BALA is set up in an auditorium-type setting on a daily basis. For large meetings, it can be arranged in a conference-type setting with tables and chairs. If this is required, the OPR must schedule time in the auditorium and identify a team of individuals for set up and break down. The OPR is responsible for ensuring the auditorium is returned to its original set up, to include flags, tables, and chairs following each use.

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